



CHARGING POLICY

INTRODUCTION

The education provided at Andoversford Primary School is free of charge during school hours in accordance with the Education Reform Act 1988. However, there are a small number of activities for which we are permitted to make a charge or to ask for a voluntary contribution.

Music Tuition (Charge) Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. These are charged at the cost of the teacher's instruction rate divided by the number of children within that group.

It should be noted that 10 lessons are booked within a full term and do not necessarily occur every week. Individual music lessons are significantly more (prices on request). The hire of an instrument is an additional cost and varies depending on the instrument chosen.

There will be no refunds for missed lessons such as when an instrument is forgotten, a holiday is taken during term time or when the child is ill. Lessons missed because the teacher is ill or has to unavoidably cancel, are rearranged for later in the term in the first instance or a credit will be given for the next term.

The school will invoice the parents of the children taking the lessons at the beginning of each term. Payment for lessons must be paid within two weeks of the invoice being issued.

There must be a full term's notice if a child wishes to stop or change their tuition and refunds cannot be given once a term has commenced. This is because the lessons are arranged a term in advance and the school will have already incurred the costs of the full term's tuition which we must pass on to the parent.

If you do not want lessons in Autumn term - cancel by beginning of previous April (Summer) term

If you do not want lessons in Spring term - cancel by beginning of September (Autumn) term

If you do not want lessons in Summer term - cancel by beginning of January (Spring) term

The more notice given the better.

Swimming (voluntary Contributions)

The school organises swimming lessons for groups of children throughout the school year. The school partially subsidises swimming lessons for pupils in Year 3 to 6 as well as asking Parents for a voluntary contribution to cover the shortfall. No pupil will be excluded from swimming because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in

instalments will be offered to parents who wish to pay in this way. Swimming costs for Pupils in Reception to Y2 are passed on to Parents in full because the school is under no obligation to provide such lessons.

Residential Activities (Charge and voluntary contribution)

The cost of board and lodging, evening entertainment, insurances and optional extras such as trips to a cinema or the organisation of a disco etc are charged in full. The school will invite parents to make a voluntary contribution for the rest of the cost. Children of parents receiving Income Support or Family Credit have the right to claim free activities. Charges may be waived or reduced for children whose parents make an application to the Headteacher.

Enriching the taught Curriculum:

Day visits (VC)

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. Unfortunately, a trip may need to be cancelled if we do not receive sufficient voluntary contributions.

Visitors (Free):

Activities that take place on school site and are organised to enrich our curriculum are normally free to pupils.

Optional Extras (VC)

Occasionally, we consider an activity to be of high value for our pupils but it may not necessarily fit in with our curriculum at that time. In this instance, we will undertake the activity but invite parents to make a voluntary contribution to reduce costs. Such activities may be: a Christmas pantomime or touring theatre show, a 'hands on' session or a travelling road show. Often schools are asked if they would like cancellation slots at half price and it is usually too tempting to miss.

Clubs

The school offers a wide range of after-school clubs throughout the year. In the vast majority of cases, the school offers these clubs free of charge, especially if run by one of our teachers.

If the school needs to employ a teacher, who is not a member of the school staff, to undertake a more specialised club, then we will make a small charge for these sessions. This charge will usually represent the charge suggested by the agency or organisation offering the club. We will not make a profit. Occasionally Art or sewing club may involve a small charge to cover the cost of materials thus ensuring high quality finished products that can be kept.

Transport to matches

No charges are made for transport to matches or competitions as we believe our children are ambassadors for their school. The school does need to rely

on lifts supplied by Parents for such events as the cost of coach fares are too expensive and would exclude us from taking part.

Breakages

The Headteacher, in consultation with the Chair of the Governing Body, may decide to charge Parents in cases of wilful or malicious damage to equipment or school property, when a child's involvement is beyond doubt. It is hoped that parents would support the school in such instances, recognising their responsibility for reimbursing the school for their child's misdemeanour.

The Headteacher and Governors also reserve the right to ask for the replacement costs of schoolbooks on loan to children that are lost or severely damaged. Again it is hoped that parents would support the school in such instances, recognising their responsibility for reimbursing the school so as not to penalise other children.

Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. The cost will always be kept to a minimum and it will be made clear to parents at the outset if any activity cannot be funded without voluntary contributions and parental support. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a charge will be made equal to the charge made by that provider.

Charging in kind

Where parents indicate in advance that they wish to own the finished product from a practical activity they may be asked to provide or pay for ingredients, materials, equipment etc. that are needed. However, no child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

Charging Parent Helpers

We are indebted to the assistance of our Parent helpers and recognise their efforts. We will not charge parent volunteers who accompany us on school trips if they are required for adequate supervision ratios or will be an added bonus. Voluntary contributions will not fund their participation and their transport and entry costs will be funded by the school.

If we have spare places on our coach for trips such as the Panto trip or to visit a site, these will be offered to parents and equal charges made to cover the cost of transport and entry.